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Class Specifications  
for the Class:

CORRECTIONS FAMILY COUNSELOR

**Class Distinguishers:**

Complexity: Positions in this class independently provide family counseling and treatment services for inmates in a correctional facility. Family counseling and treatment services focus on family dynamics and the effects of alcohol and chemical dependency on the entire family system in addressing the special needs of inmates. The work involves assessing family relationship problems and needs of the inmate; developing, implementing and evaluating individual treatment plans which address family relationship problems (e.g., parenting, divorce, loss of custody rights, abandonment, abuse, etc.); conducting family education and family counseling services for inmates and their families; coordinating counseling services with other care service providers; and assisting inmates with preparation of pre-parole plans. The more difficult and complex problems such as mental illness, psychological problems, etc., are referred to specialized departmental personnel.

Personal Contacts: Personal contacts include other facility personnel such as caseworkers, other providers of specialized treatment services (e.g., substance abuse treatment), adult correction officers, etc., in coordinating services with other inmate activities; departmental personnel such as pre-parole officers or parole board members in providing information on the treatment progress of inmates; family members, relatives, guardians, etc., to facilitate the development of supportive family relationships; Child Protective Services personnel to facilitate visits with children; and representatives of community agencies to assist inmates with establishing a support system and aftercare services.

Supervision Received: Positions in this class work under the general supervision of the Therapeutic Community Branch chief, in accordance with departmental rules, regulations, policies, program goals, and procedures.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Social/emotional aspects of human behavior; common family relationship problems; methods and techniques of counseling; interviewing techniques; community resources and the services they provide; goals and objectives of the State

correctional substance abuse treatment programs; basic components of the State correctional program; departmental programs, rules, policies and procedures; and report writing.

Ability to: Develop and implement treatment plans for rebuilding of dysfunctional family relationships of the chemically dependent inmate; conduct family education and family counseling for inmates and their families; collect, evaluate and interpret facts and make sound decisions; establish rapport with chemically dependent inmates; learn and provide substance abuse treatment services; communicate effectively both orally and in writing; and establish and maintain cooperative working relationships with others.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Provide professional family counseling and treatment services to inmates participating in correctional facility substance abuse treatment programs.
2. Interview clients and gather personal information to assess problems and needs related to dysfunctional family relationships.
3. Develop and implement individualized treatment plans addressing family relationship problems.
4. Provide family education sessions and family counseling services to participating inmates and their families to provide an understanding of needs and assist with resolving family problems.
5. Assist substance abuse treatment counselors with screening of inmates for program participation.
6. Confer with inmates' substance abuse counselors to analyze individual cases and coordinate substance abuse treatment and family counseling services.
7. Assist inmates with pre-parole planning by establishing contacts with potential employers, aftercare providers, residential managers, self-help groups (e.g., Alcoholics Anonymous), etc.

8. Assist inmates with obtaining help for financial, legal and other personal problems by providing instructions and guidance.
9. Maintain case files which includes activities, progress notes, evaluations, and recommendations for further treatment services related to rebuilding of family relationships.

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This is the first specification for the new class  
CORRECTIONS FAMILY COUNSELOR.

Effective Date: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_  
JAMES H. TAKUSHI  
Director of Human Resources Development